



**TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
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**June 3, 2015**

**Mike Brundige, MS4 Program Director  
City of Martin  
109 University Street  
P.O. Box 290  
Martin, Tennessee 38237**

**REF: MS4 Meeting Follow-up Letter  
Permit No.: TNS077607  
Weakley County**

**Dear Mr. Brundige,**

**Thank-you for setting aside time the morning of Wednesday, May 27, 2015, for me to meet with you to discuss in general terms, the City of Martin's MS4 program. As I explained, it is my desire to assist each of the MS4 programs under the regulatory jurisdiction of the Jackson Environmental Field Office (JEFO) as they continue to develop their programs and adapt to the continuing evolution of the MS4 Permit. We would like to see each of our MS4 Programs reach an exemplary status. I consider it an honor and a privilege to be associated with you and your municipality.**

**I understand how important it is that the MS4 Program Manager has a steadfast support from the municipality that he or she serves. Thank you for your willingness to serve your City in this capacity as we jointly serve to maintain and in many cases improve our environment for future generations.**

**The following is a list of the highlights of our meeting:**

- 1. It was noted by this inspector that the City of Martin has not submitted the required MS4 Annual Report since 2012. Please make a note that the Annual Report is due by the end of September of each calendar year. It was emphasized that the Annual Report submittal is a set deadline of the MS4 Permit. It light of the firm deadline, a "no submittal" or possibly even a late submittal could make the City of Martin vulnerable to enforcement by the State of Tennessee. With so many late and no-submittals last year in West Tennessee, that discussion has already begun as to how these situations will be handled in 2015.**
- 2. The next item on the MS4 calendar and of elevated importance is the required stream sampling of Cane Creek at Mount Pelia Road. This sampling is required only once during**

the 5 year permit cycle. Your records, in conjunction with our records kept here in the Jackson Environmental Field Office (JEFO) gave no indication that the sampling has been previously completed. Since that appears to be the case, the required sampling for the City of Martin must be completed between now and the end of August.

Those sample parameters are as follows:

- Nitrogen, ammonia
- Nitrogen, NO<sub>3</sub> + NO<sub>2</sub>
- Nitrogen, total Kjeldahl
- Phosphate Phosphorus
- Escherichia coli (5 samples over a 30 day period to calculate a geometric mean)
- General Items.....pH, Temperature, Dissolved Oxygen, and Conductivity (Recommended but not required)

3. The City of Martin does not appear to have a written Stormwater Management Plan (SWMP) as required by the MS4 General Permit. In fact, it is due within the first 12 months after the effective date of the permit. The current permit was issued in September, 2010. I did discuss this item with the 2013 inspector from this office and he could only remember seeing the same two notebooks that we reviewed and the actual SWMP was only referenced by the previous Program Manager in the context that it was in the process of being up-dated.

The lack of a SWMP is a very significant deficiency for the City's MS4 program.

I will acknowledge that some of the "Public Education and Outreach" requirements along with the required "Public Involvement/ Participation" portions of the program were being done, but all of these specific actions must be formally written into a plan, then the plan of action executed and then the actions must be documented as I explain.

As was also stated on this issue, the City of Martin can develop this plan in-house as opposed to contracting with a consultant, but either way, this needs to be high on the list of your MS4 priorities.

By the way, the MS4 Permit actually outlines the requirements of the SWMP quite well. Reading the permit in details would be a great start towards the development of a SWMP.

4. Mapping was another important topic of conversation. It was discouraging to this inspector to discover that the City does not have an overall map of their stormwater drainage system. By this point in the MS4 permitting cycle, each MS4 system should have a map that at least identifies ALL outfalls within their stormwater system and the general flow directions within the system.

As I explained during my visit, by the end of the next permit cycle, that is scheduled to begin this September, all MS4's will have until September, 2020, to have a detailed map of their stormwater collection system in significant detail. Most MS4's are meeting this

requirement through some version of a GIS system that has the capability of overlaying their system on an aerial view. These systems can be quite impressive and can be used to overlay all utilities within your jurisdiction.

This requirement can also be done in-house; I would quickly mention the City of Paris has accomplished this requirement in-house.

5. Fact that the City does not have any monies budgeted for the MS4 Program is a concerning issue also since full implementation will more than likely require some form of funding source. Most MS4's have added a \$2.00 or \$2.50 "Stormwater Fee" to their water and wastewater bill each month to assist in funding this program. I realize that no municipality desires to add any addition cost to the citizens it serves, but unfortunately, this program does not appear to going away and the requirements will continue to grow. Neglecting the program is not a good option for the City to consider or choose.
6. Based on our meeting it appears that the initial focus of your position is from a code enforcement perspective. As I understand, your position will require you to become licensed in four construction areas, plumbing, mechanical, electrical and structural. I understand that each licensing test is rather difficult and will require significant preparation on your part. Honestly, this inspector does not see adequate time for you to properly prepare yourself for the position of the MS4 Program Manager for the City of Martin anytime in the next year due to the certification that you need to acquire.

No fault of yours, but from the outside looking in, it appears that the Martin MS4 Program up-grades will, by necessity, be delayed another year. There is so much to learn for you and for me.

As we discussed you and I both need to take advantage of every MS4 training opportunity that is made available to us. We discussed a few opportunities such as the following:

- Tennessee Stormwater Association Annual Conference (TNSA) - October 20-22<sup>nd</sup>
- West Tennessee Quarterly TNSA Meetings
- The TNSA Newsletters which are informative of up-coming training activities
- One on One training with active MS4 Program Managers

7. The EPA Scorecard was also discussed. Based our discussion and in light that the 2015 MS4 Permit will be issued in September, it seems to this inspector that submitting an EPA Scorecard at this point in time and then completing one within 12 months of September, 2015, is of no great benefit. The purpose for completing a scorecard is to document progress over the 5 year permit cycle. With this in mind, I am of the opinion to allow you to focus on the scorecard for the 2015 year and not worry about submitting the one that realistically should have been completed for the 2010 permit year.

### **NEEDED ACTION**

- 1. Get bids from contract labs to conduct the required water analysis listed in Item 2 for Lewis Creek and complete the analysis by August 31, 2015 per Martin's MS4 Permit.**
- 2. Get a copy of the latest "Annual Report Form" and begin researching the information that you will need to prepare it and have it in this office no later than Wednesday, September 30, 2015.**
- 3. Begin developing your "Stormwater Management Plan" (SWMP). As we discussed, this plan should have been in place and operational 12 months after the issuance of Martin's MS4 Permit. Martin's Notice of Coverage became effective on May 17, 2011, so you should have had your SWMP written and operational no later than May 16, 2012.**

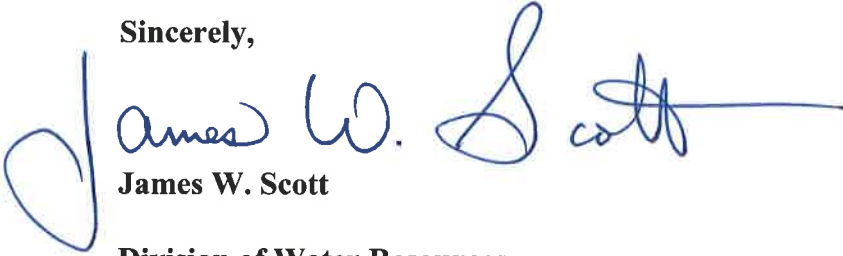
Again, this can be an internal project or you could acquire the services of a consulting firm. But either way, you should set a goal of having this complete 12 months from the proposed September 1<sup>st</sup> issuance of the new MS4 Permit. For the City of Martin that deadline would be August 31, 2016.

- 4. Please do not forget to complete the EPA Scorecard by the end of the 12 months following the effective date of the permit.**
- 5. Begin making plans to map your entire stormwater infrastructure. Remember, this must be completed by the end of the 5 year MS4 permit cycle that would project out to August 31, 2020 if the permit does meet the September 1, 2015 issuance/ effective date.**
- 6. Revive your public Education and Participation program. As I have mentioned, Tennessee Stormwater Association (TNSA) is a great source literature.**
- 7. Consider going in with all of the other MS4's in West Tennessee to stormwater through the Tennessee Broadcasting Association (TBA). This gives the MS4 credit towards public education.**
- 8. Look for every training opportunity that might come your way.**
- 9. Begin to develop a Stormwater Program Budget. This is very critical to the success of the program.**

Again, I truly appreciated your time. It is the desires of this inspector that the City of Martin's MS4 story, when re-written in a few years, will be a story of continuous victories and glowing success stories for us to share with others.

If you have any questions concerning this letter or if I may assist in any other area of concern that you think I can assist you with, please feel free to contact by phone at 731-512-1362 or by email at [James.W.Scott@tn.gov](mailto:James.W.Scott@tn.gov).

Sincerely,



James W. Scott

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Cc

**Honorable Randy Brundige, Mayor  
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